

The files needed for the assignment are provided on the Learning Hub (Contents....Assignments).

These are not the Textbook (Chapter) Files.

No marks are given if the wrong files are used.

The number in parentheses represents marks available.

ASSIGNMENTS

Use these instructions for ALL your assignments. PLEASE ASK IF YOU NEED CLARIFICATION.

Submit the complete assignment to the **assignment** drop box in the Learning Hub www.learn.bcit.ca

Prior to submitting:

- All submitted assignments must be in good presentation order. Treat your work as if you are presenting to a current or potential employer or client. Marks will be deducted from the overall assignments for submissions not in a presentable format.
- Presentation format means it is suitable for distribution to an audience both on-screen and in print form. Use print preview to show what your assignment will look like. Each previewed page must not have any text, tables or charts cut off or orphaned. Orphan rows and columns must be fixed prior to submission. (5)
- Number/dates must all be **formatted** (be consistent) (example: 10000 is not formatted) (5)
- All worksheets must be left in **Normal view**. (5)
- Ensure all worksheets are placed in the order of the exercises and are labelled accordingly. (5)
- No additional sheets or files included. (5)
- Assignments are due as per the date in the drop box in the Learning Hub and on the course outline. **(10% subtracted if late)**
- All assignments must be completed individually.
- Late submissions must be agreed upon at least **48 hours prior to the due date**.
- Email of assignments will not be accepted. No exceptions. Only assignments submitted to the correct Learning Hub drop box will be marked. No printing is required.
- Check the course outline for % associated with your assignments.
- Additional exercises from the textbook or instructor may be added to assignments as required for the needs of the class. Additional work will be announced at the end of each session. Please ensure you are present to note additional work assignments.

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Assignment 2A

1. Open Complaints.xlsx and save as **Assignment 2_LastNameFirstName.xlsx**. (2)
2. Rename the worksheet **Assignment 2A** and delete the extra worksheets. (2)
3. Add a freeze pane in row 11. (2)
4. Enter **TOTALS** in A10 and calculate the sums for B-F in row 10. (4)
5. Using a **dynamic function**, enter today's date and time in cell A15. (2)
6. **Center across selection** the title in row 1 across the range of cells. **Do not merge and center**. (2)
7. Change the number formatting to **comma style** with zero decimals for all numbers. (2)
8. Create a column chart for all the airport locations and years. **Do not include the total row**. (5)
 - a. Change the Height to 8 cm (2)
 - b. Change the Width to 13.5 cm (2)
 - c. Remove the **Chart Title** placeholder. (1)
 - d. Place the starting in A17 and type CHART 1 in D16. (2)
9. Copy the first chart to create a second column chart and place it starting in A34. *(Hint: all charts should be the same Height and Width as requested in #7.)* (5)
 - a. Switch the Row/Column. (2)
 - b. Use Quick Layout 3 and Chart Style to 8 (4)
 - c. Change the Chart Title to **AIR CARRIER COMPLAINTS**. (2)
 - d. Type CHART 2 in D33. (2)
10. Create a third chart using the pie chart type for the TOTALS ONLY for all years and place in A51. *(Hint: check the Height/Width)* (5)
 - a. Type CHART 3 in the D50 (1)
 - b. Turn off the legend (1)
 - c. Add data labels by using the data callouts (outside end) and showing the Category Name and Percentage using the data callout. Do not include the values. (4)
 - d. Explode the 2021-2022 piece to 20%. (3)
11. Copy Chart 3, place it in A69 and type CHART 4 in D68 (2)
 - a. Change to a Bar Chart and remove the Data Labels. (4)
 - b. Changes the Horizontal Axis minimum to 1,000 and the maximum to 10,000. (2)
 - c. Add a picture of an airplane in the Chart area. (5)
 - d. Change the picture transparency to 50%. (2)
 - e. Remove the gridlines. (2)
12. Copy Chart 1, place it in A86 and type CHART 5 in D85 (2)
 - a. Remove all of the carriers except Air Canada (2)
 - b. Change the 2020-2021 data series to a stacked airplane. (4)
 - c. Remove the gridlines (2)
 - d. Move the Legend to the right *(does the Plot area need resizing or does this fit fine?)* (2)

13. Copy Chart 5 (to any where on the worksheet) and move to a new Chart worksheet (5)
 - a. Move the Chart worksheet to the right of the Assignment 2A worksheet (2)
 - b. Rename the worksheet **Data Table Chart** (2)
 - c. Change to Quick Layout 5 and Style 9 (4)
 - d. Remove the extras (i.e. Value Axis, the Axis Title and Chart Title) (2)
 - e. Remove the gridlines (2)
 - f. Change the colour to Monochromatic Palette 5 (*Note: the stacked airplanes will be replaced*) (5)
 - g. Add an Alt Text "Number of complaints in years." (*Don't forget the period*) (5)

How does this look? Are you proud enough of this to hand to your boss for a raise?

Go back to the instructions on the first page to make sure your work has met the criteria.

Assignment 2B

The World Technology Units					
Area	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
North America	35000	42000	27500	55400	
Europe	43000	35000	36500	46000	
South America	25000	39000	22000	21000	
Middle East	16000	20700	15000	39200	
Asia	78000	50000	65000	72000	
Totals					

1. Create a new worksheet (same workbook) and type the above data starting in A1. (4)
 - a. rename it **Bonus** and change the tab colour to Light Blue (4)
 - b. Total Column F and Row 9. (2)
 - c. Change to **Accounting** style with zero decimals (2)
 - d. Using conditional formatting to highlight all quarter numbers that are over 35,000 with **any blue** fill (make sure it is not too dark and the text is still legible). **Do not** include the totals in the conditional formatting. (5)
2. In Column G, add a Bonus column. Place \$500 in cell H1. **Create** an IF statement to display a bonus of \$500 in Column G if the total in column F is over \$150,000. **Format to ensure consistency and presentation. (Avoid using real numbers in the formulas).** (8)

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Keep saving! Use spell check!

Assignment 2C

1. Open the file TechSupport.xlsx from the Learning Hub and move the worksheet into your existing workbook after the Bonus worksheet. (2)
2. Rename the worksheet **Support Calls Original**. (1)
3. Delete the rows for December in the Date Created column. (1)
4. Copy the worksheet and rename it Freeze. (1)
5. Convert the data to a table using Blue, Table Style, Medium 6. (2)
6. Freeze so the column headings (row 5) and the Incident Number column will remain. (2)
7. Name the table SupportCalls. (2)
8. Copy the worksheet and rename it Remove Duplicates. (2)
 - a. Remove the duplicates (2)
9. Copy the worksheet and rename it Structured Reference.
 - a. Rename the table **Duration** (2)
 - b. Add a new column to the table and calculate the days required to resolve (2)
 - c. Rename the Column Heading appropriately (2)
 - d. Add a **Total Row** to show the Average days (2)
10. Copy the worksheet and rename it Sort & Filter
 - a. Use a Custom Sort to sort by the Customer's Last Name, then their first name and then by Description (using a Custom List: Virus, Software Update, Forgotten Password, Printing Issues) (4)
 - b. Filter the table to only display **Open** incidents for the description **Virus**. (2)
11. Copy the worksheet and rename it Conditional Formatting
 - a. Remove the filtering so all of the rows show (3)
 - b. Create a Conditional Format in the Incident Number column – If the description is Virus highlight the Incident Number (use a yellow fill) (5)

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Keep saving! Use spell check!

Upload the one completed file to the Learning Hub Assignment 2 drop box.

No other files (i.e. docs, jpg, png) will be reviewed/marked.

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